

REQUEST FOR PROPOSAL
DISASTER DEBRIS MONITORING SERVICES

RFP NO. 2013-22



The Town of Miami Lakes Council:

Mayor Michael Pizzi
Vice Mayor Ceasar Mestre
Councilmember Mary Collins
Councilmember Timothy Daubert
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Councilmember Richard Pulido

Alex Rey, Town Manager
The Town of Miami Lakes
15150 NW 79th Court
Miami Lakes, Florida 33016

DATE ISSUED: April 26, 2013

CLOSING DATE: May 21, 2013

Town of Miami Lakes, Florida

Request for Proposals No. 2013-22

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SECTION 1

NOTICE TO PROPOSERS

Town of Miami Lakes

Disaster Debris Monitoring Services

The Town of Miami Lakes, Florida, (the "Town") is accepting sealed Responses from qualified firms for disaster Debris Monitoring Services in accordance with Federal Emergency Management Agency ("FEMA") guidelines. Proposals must be submitted in the form of one (1) original and seven (7) copies and one CD-ROM for the Technical Proposal and one CD-ROM or the Price Proposal, and **must** be received by the Town Clerk at 6601 Main Street, Miami Lakes, Florida 33014, **by no later than 2:00 P.M. on May 21, 2013.**

Copies of the RFP and all other solicitation related documents will **only** be made available on the Town's website. Copies of the RFP, including all related documents can be obtained by visiting the Town's website at <http://www.miamilakes-fl.gov/>, and selecting "Contractual Opportunities". All documents will be in .pdf format, unless otherwise stated, with some being fillable .pdf documents.

Minimum Qualification Requirements – The Town is seeking to procure a qualified and experienced firm with extensive expertise in Disaster Debris Monitoring Services as required by the RFP. The firm must possess a minimum of **seven (7) years'** experience In Debris Monitoring Services as required by the RFP. The Proposer must have a proven record of successfully completing projects with a similar size, scope, and complexity. Proposer must have completed **three (3)** projects of a similar, size scope and complexity in the last seven (7) years.

All inquiries regarding this RFP **must** be directed to Procurement, at procurement@miamilakes-fl.gov. All responses to inquiries will only be responded to via addendum.

Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation. The "Cone of Silence" prohibits communications concerning RFP's, RFQ's or Bids, until such time as the Town Manager makes a written recommendation to the Town Council concerning the solicitation.

Failure to comply with the "Cone of Silence may result in the rejection of a Response. For additional information concerning the "Cone of Silence please refer to Section 2-11.1 of Miami Dade County Code.

SECTION 2 – SUBMISSION OF A RESPONSE

2.1 Submittal Requirements

Proposers submitting a response (“Response”) to this Request for Proposals (“RFP”) certifies that it meets all of the requirements to perform the services required by this RFP and will enter into a contract in substantially the same form as that included in the RFP.

Sealed written Responses must be received by the Town of Miami Lakes; Town Clerk’s Office, no later than the date, time, and at the location indicated in Section 1 of the RFP, in order to be considered responsive. Faxed documents are **not** acceptable. **Responses received at any other location than the aforementioned or after the Proposal submission date and time shall be deemed non-responsive and shall not be considered.**

Only one (1) Response from an individual, firm, partnership, corporation, business entity, will be considered in response to this RFP. Joint Ventures will not be considered. Subconsultants or subcontractors if permitted may be included in more than one Response submitted by more than one Proposer. A firm, partnership, or corporation that submits a Response may not be a subconsultant or subcontractor on another Response submitted under this RFP.

One (1) original and seven (7) copies of your Response, plus one (1) copy each of your Technical and Price Responses in digital form (on CD-ROM in .pdf format), must be timely received by the Town Clerk or your Response may be disqualified. Technical and Price Responses must be submitted on separated CD-ROMs.

2.2 Additional Information or Clarification

Requests for additional information or clarifications **must** be made in writing. Proposers may fax or e-mail their requests for additional information or clarifications (“RFI”) in accordance with the “Cone of Silence” and contact information provided in Section 1. Facsimiles must have a cover sheet that includes the Proposer’s name, the RFP number and title, and the number of pages transmitted. Any request for additional information or clarification must be received in writing **no later than 5:00 P.M. on Wednesday, May 15, 2013**. Late or mis-delivered requests may not receive a reply.

The Town will issue responses to inquiries and any other corrections or amendments it deems necessary in the form of a written addendum, issued prior to the Response Submission Date. The Town at its sole discretion may not issue a response to a RFI submittal. Proposers should not rely on any oral or written representations, statements, or explanations, other than those made in this RFP or in any written addendum to this RFP. Where there appears to be conflict between the RFP and any issued addenda, the last addendum issued shall prevail.

Addenda will only be posted and made available on the Town’s Procurement webpage and it is the Proposer’s sole responsibility to ensure receipt of all addendum prior to submitting its Response. The Proposer should check the Town’s webpage for all addenda. The webpage is www.miamilakes-fl.gov/c-our_govt/admin-procurement.php.

The Proposer shall complete and sign the Acknowledgment of Addenda and include it or copies of the signed Addendum acknowledging receipt, in its Response in order to have the Proposal

considered. In the event a Proposer fails to acknowledge receipt of such addenda, the Town may, at its sole discretion determines that such failure to acknowledge any or all addendum does not materially affect the Response, waive the submittal of said Form(s) or the acknowledgement of one or more addendum on the Form.

2.3 Contract Terms and Conditions

The Proposer(s) selected to provide the service(s) requested herein (the “Successful Proposer(s)”) shall be required to execute a contract (“Contract”) with the Town in substantially the same form as the Contract included as part of the RFP.

2.4 Price Proposal

The Price Proposal component of the Response will be opened at the Evaluation Committee meeting immediately following evaluation of the Technical Proposals. The price score will be incorporated into the overall rating and ranking of the Responses.

The Town reserves the right to negotiate costs contained in the Price Proposal should that be deemed in the best interest of the Town.

2.5 Award of a Contract

The Town may award one or more contracts as a result of this RFP. The contract is attached hereto as Exhibit A and it is hereby incorporated into and made a part of this RFP. The Town reserves the right to execute or not execute, as applicable, a contract with the Successful Proposer(s), where it is determined to be in the Town’s best interests. The Town does not represent that any award will be made.

2.6 Contract Execution

Proposer by submission of its Response agrees to the terms and conditions contained in Exhibit A, and further agrees to execute the contract with the terms and conditions as drafted. The Scope of Work provided in the Response, as may be revised during negotiations, will be incorporated into and become part of the contract. The Scope of Work will be adjusted based a determination of the level(s) of response required for each disaster event. Without diminishing the foregoing, the Proposer may request clarifications and submit comments concerning the terms and conditions of the contract for the Town’s consideration. None of the foregoing shall preclude the Town, at its sole option, from seeking to negotiate changes to the contract, during the negotiation process.

Upon award of a Contract, the contents of the Response of the Successful Proposer(s) may be included as part of the Contract, at the Town’s discretion.

Responses that are conditioned to additions, deletions or revisions to the Contract’s terms and conditions will be rejected as non-responsive.

2.7 Unauthorized Work

The Successful Proposer(s) shall not begin any work until the Town issues a Notice to Proceed. Such Notice to Proceed shall constitute the Town’s authorization to begin Work. Any unauthorized work performed by the Successful Proposer(s) shall be deemed non-compensable

by the Town and Proposer will not have any recourse against the Town for performing unauthorized work.

2.8 Submittal Instructions

Careful attention must be given to all requested items contained in this RFP. Proposers are invited to submit Responses in accordance with the requirements of this RFP. **PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING A RESPONSE.** Proposers shall make the necessary entry in all blanks and forms provided for the Response.

Responses shall be submitted in sealed envelope(s) or package(s) with the RFP number, title, and opening date clearly noted on the outside of the envelope(s) or package(s) in the following manner:

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2.9. Changes/Alterations

Responses shall be valid and irrevocable for at least 120 days. Proposer may change or withdraw a Response at any time prior to Response Submission Deadline. All changes or withdrawals shall be made in writing to the Town Clerk. Oral/Verbal modifications will not be allowed and will be disregarded. Written modifications will not be accepted after the Response Submission Deadline. Proposers shall not assign or otherwise transfer their Response.

2.10. Subcontractors

Subcontractors may be an individual or firm who has a contract with the Proposer to assist in the performance of services required under this RFP. Subconsultant(s) shall be paid through Proposer and not paid directly by the Town. The Proposer must clearly reflect in its Response the Subcontractors it anticipates will be utilized in the performance of required Services. Any and all liabilities regarding the use of a Subcontractor(s) shall be borne solely by the Successful Proposer(s) and insurance for each Subcontractor must be maintained in good standing and approved by the Town throughout the duration of the contract. Neither the Successful Proposer(s) nor any of its Subcontractors are considered to be employees or agents of the Town. Failure to list Subcontractors and provide the information required by this RFP may disqualify any proposed Subcontractors from performing work under any contract awarded under the RFP.

2.11 Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the individual identified and in the manner prescribed in Section 1 of the RFP. Should it be necessary, the Town will issue a written addendum to the RFP clarifying such conflicts or ambiguities.

2.12 Disqualification/Rejection of Responses

This RFP requires the use and submission of specific Town Forms. In addition, the RFP requires the submission of additional documents and information. These are must type requirements for being considered responsive. Failure to utilize the Town Forms and submit the required

documents will result in the rejection of the Response as non-responsive and it will not be considered. Modification of, retyping, or any alterations to the Town Forms will result in the rejection of a Response as non-responsive.

The Town reserves the right to disqualify any Response before or after the submission date, upon evidence of collusion with intent to defraud, or other illegal practices on the part of the Proposer. The Town also reserves the right to waive any immaterial defect or informality in any Response; to reject any or all Responses in whole or in part, or to reissue the Request for Proposals.

Throughout the RFP, the phrases “must” and “shall” will denote mandatory requirements. Any Response that does not meet the mandatory requirements is subject to immediate disqualification.

Any Response submitted by a Proposer who is in arrears, e.g., money owed or otherwise in debt by failing to deliver goods, services, fees, etc. to the Town or where the Town has an open or liquidated claim against a Proposer for monies owed the Town at the time of Proposal submission, or if a Proposer has been declared in default or abandoned a prior Town contract or agreement, or has been debarred by an federal, State of Florida, or Florida public entity within the past five (5) years will be rejected as non-responsive and shall not be considered for award.

2.13. Proposer’s Expenditures

Proposers understand and agree that any expenditure they make in preparation and submittal of Responses or in the performance of any services requested by the Town in connection with the Responses in response to this RFP are exclusively at the expense of the Proposers. The Town shall not pay or reimburse any expenditure or any other expense incurred by any Proposer in preparation of a Response, and/or anticipation of an award of a contract, and/or to maintain the approved status of the Successful Proposer(s) if a Contract is awarded, and/or administrative or judicial proceedings resulting from the solicitation process.

2.14. Inspection of Site

Proposers should familiarize itself with the Town and the potential scope(s) of work before submission of a Response and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all work required pursuant to the mandates and requirements of this RFP and the contract. No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the Work pursuant to this Proposal as a result of failure to make the necessary examinations and investigations will be accepted as an excuse for a failure or omission on the part of Successful Proposer(s), in every detail, all of the requirements in the contract, nor will they be accepted as a basis for any claims whatsoever for extra compensation.

2.15. Execution of Response

The Proposal must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) in blue ink with a signature in full. Proposer shall complete the appropriate required Certificate of Authority, which is included as part of the RFP. Corporations

must furnish documentation demonstrating the officer's authority to sign on behalf of the corporation.

Anyone signing the Response as agent must file with it legal evidence of signature authority. Proposers who are nonresident corporations shall furnish to the Town a duly certified copy of their permit to transact business in the State of Florida with the Response. Failure to promptly submit this evidence or qualification to do business in the State of Florida may be basis for rejection of the Response.

Failure to properly execute the Response may result in the Response being rejected as non-responsive.

Proposer understands that by submitting this RFP such submittal does not constitute an agreement or contract with the Town.

2.16. Certification of Accuracy of Proposal

Proposer by signing and submitting its Response certifies and attest that all Forms, Affidavits and documents related thereto that it has included in its Response, in support of its Response are true and accurate.

Any Proposer who submits in its Response any information that is determined by the Town, in its sole opinion, to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration for award of the contract.

END OF SECTION

SECTION 3 – SCOPE OF SERVICES

3.1. Background

Town of Miami Lakes is located in Southeast Florida, and has a population of approximately 30,000 citizens based upon current Town records. The Town encompasses 6 square miles. The Town has approximately 77 miles of improved and maintained roadways, which does includes any state, or county roadways. The Town possesses approximately 346 acres of public park, ROW medians, and other property, including lakes and canals.

The last hurricane to impact the Town was Wilma, which resulted in the removal of approximately 149,000 cubic yards of debris.

FEMA guidelines stipulate that for the Town to be able to receive assistance for disaster debris removal from public access roads, right-of-ways, and public property, the Town must implement a debris removal monitoring service. This service is provided by independent contractors that are selected by the Town to provide this service. Monitoring of debris removal and disposal contractor activities is a critical component in successful debris operations and in the justification and documentation of any application for FEMA Public Assistance funding. The responsibility of these contractors will be to deploy trained debris monitors to observe and document debris removal contractor activities.

As such the Town requires the services of a debris-monitoring contractor to support the oversight, management, and technical assistance for the monitoring of debris removal and recovery contractors in accordance with Federal Emergency Management Agency (“FEMA”) guidelines, policies, and procedures. Proposer(s) shall provide field monitors at designated locations to ensure that only eligible debris is being removed and to check and verify information on debris removal and at TDSR Site designated by the Town.

The Proposer will provide a range of related Services including, but not limited to:

- a. Review and evaluate proposed or designated temporary debris storage and reduction sites (“TDSR”)
- b. Assist the Town in obtaining any necessary local, state and federal permits for the TDSR Site(s).
- c. Emergency planning.
- d. Conduct ongoing environmental data collection per local, state, and federal requirements for the TDSR Site(s).
- e. Assist with damage assessments or debris estimates.
- f. Recruiting, hiring, training, deploying, and supervising properly equipped monitors.
- g. Perform oversight for road clearance and debris loading by Town contractors.
- h. Monitoring and recording the volumetric measurement (cubic yards or gross empty weight) of each truck that is added into service.
- i. Monitor multiple truck pickups, issue load tickets, record load site information, delineate FEMA designations, and document contractor actions in cases of damaged property or other field oversight functions. This shall include the use of pictures, GPS coordinates and mapping.

- j. Stopping work in progress that is not being performed or documented in the appropriate manner.
- k. Provide TDSR Site monitoring at various locations, including sites that handle material from multiple locations and different contractors.
- l. Provide Public Drop-off Site monitoring if the Town opens such sites.
- m. Surveying the affected areas for special situations or emergent needs to include, but not limited to, identifying tree stumps and the management of root balls and associated cavities, hazardous trees (including leaners and hangers), construction and demolition debris, or other potentially hazardous situations that are within the public right of ways or public property
- n. Provide technical advice to the Town and support Debris Management operations.
- o. Maintaining a list of potentially hazardous locations and situations, coordinating and tracking the appropriate dispatch of staff and equipment to remediate the hazard, and making frequent reports to the District regarding the hazard, remedial action, and post-event status
- p. Review and validate debris removal contractor's invoices prior to submission to the Town for processing.
- q. Assist in facilitating communication with FEMA, FHWA, NRCS, and other federal agencies, the State of Florida, Miami-Dade County and coordination with state insurance representatives.
- r. Assist the Town in completing any and all forms necessary for reimbursement of fees and costs from state and federal agencies, relating to eligible costs arising out of the disaster recovery effort.
- s. The Contractor also may be called upon throughout the year to render services to assist the Town with special needs and events other than full-scale disasters. Other services may include, but not limited to, facilitating communication with FEMA, FHWA, the State of Florida and other state and federal agencies, coordination with state insurance representatives, pre-event planning, and post-event reconstruction, grant funding, and reimbursement services. The Town retains the right to obtain similar services from other contractors.
- t. Assist the Town in responding to any audits, including but not limited to FEMA, FWHA, and the State of Florida.
- u. Any other monitoring services and activities necessary for the successful invoice filing by the Town for FEMA reimbursement.

The response of the selected monitoring Proposer(s) to the disaster recovery process must be immediate, rapid, and efficient with acceptable cost controls, accountability procedures, written reports and submittals to assure that the Town shall have the means to be reimbursed for all eligible disaster recovery costs from appropriate federal, state and private agencies. Response will typically be activated only in the event of an emergency and in accordance with an awarded contract. Response activation will be through issuance of a Work Order.

At a minimum the Proposer must be familiar with FEMA's Public Assistance Program, and the latest editions of the following:

- a. Public Assistance Guide (FEMA 322)
- b. Applicant Handbook (FEMA 323)
- c. Public Assistance Debris Management Guide (FEMA 325)
- d. Public Assistance Debris Monitoring Guide (FEMA 327)
- e. Debris Estimating Field Guide (FEMA 329)
- f. FEMA's Recovery 9500 Series
- g. FEMA Disaster Assistance Policies
- h. FEMA PA Program guidelines
- i. FEMA Recovery Fact Sheet RP9580.201
- j. Memorandum of Understanding for Contaminated Debris Management between FEMA, EPA, and USACE

3.2. Personnel

The Debris Monitoring Team to be provided by the Proposer(s) should include, but not be limited to, the following positions:

- a. Project Manager
- b. Operations Managers
- c. FEMA Coordinator
- d. Scheduler/Expeditors
- e. GIS Analyst
- f. Field Supervisors
- g. Debris Site/Tower Monitors
- h. Environmental Specialist
- i. Project Inspectors (Citizen Site Monitors)
- j. Project Inspectors (Load Ticket Data Entry Clerks/QA/QC)
- k. Billing and Invoice Analysts
- l. Data Analysts
- m. Administrative Assistants
- n. Field Coordinators (Crew Monitors)

The final determination of staffing will be made by the Town depending on need.

All Monitors must be a minimum of eighteen (18) years of age, and have a valid driver's license issued in the United States and be capable of climbing a staircase ladder ten (10') feet high.

The Proposer may use other required positions as necessary with the written approval of the Town's Project Manager. All such positions and applicable hourly rates shall be listed in the Price Schedule. (Section 3 of the Agreement)

As applicable the Proposer shall ensure that staff have vehicles, telephones, meals, lodging arrangements, safety gear, cameras, and other incidentals to work up to extended hours and up to 7 days per week. In addition, where required staff shall be equipped with state-of-the art technology, which include digital cameras, laptop computers, field communication devices, and GPS units with an accuracy of 3 meters. Where possible the Contractor should maximize the use of individuals residing locally (Miami-Dade and Broward Counties).

3.3. Operational Requirements and Responsibilities

Proposer shall initially contact the Town at the time a Hurricane Watch is issued. Subsequent to the Emergency Event the Contractor shall contact the Town within 4 hours. Upon notification by the Town, the Proposer shall within 6 hours of issuance of the Purchase Order be prepared to provide qualified, on-site personnel to monitor debris receiving operations at TDSR site(s) located throughout the Town. Additional sites may be added as debris removal efforts increase. The Proposer(s) must be prepared to provide TDSR and Loading Site Monitors per day at a minimum of a twelve to fourteen (12-14) hours per day, seven (7) days per week.

The Proposer(s) must be prepared to provide personnel as necessary and needed to monitor and verify eligible debris removal functions. The Roving Debris Monitors must be prepared to operate a minimum of twelve to fourteen (12-14) hours per day, seven (7) days per week.

Proposer must provide all equipment, tools, supplies and training to all personnel that is necessary for them to perform their responsibilities.

3.4. Response Time/Mobilization

The Proposer will comply with the following requirements:

- a. Reporting to EOC – The Project Manager, and at his discretion other key personnel, shall report to the EOC at a minimum of 24 hours prior to a hurricane event, if requested by the Town. For other natural or manmade disasters the Contractor shall report within six (6) hours after notification.
- b. Debris Sites – The Proposer shall ensure that the Monitors and Teams as specified above are deployed and operational commensurate with the beginning of debris collection and the establishment of debris sites. A minimum of two staff per debris site is required.

3.5. Debris Monitoring, Reporting, and Record Documentation

Proposer will prepare a Debris Monitoring and Reporting Plan (“Plan”) that sets forth how the debris management and reporting efforts will be conducted to properly account for all components of the contracted debris removal and disposal services. At a minimum the Plan shall include the following reports and documentation.

The Proposer will prepare and submit operational reports throughout the duration of the recovery operations. Daily reports shall document the debris removal contractors’ activities and progress from the previous day. Daily reports will be submitted to by 9:00 am to a distribution list established by the Town’s Project Manager. Each daily report submitted will contain the following minimum information:

- a. Contractor name
- b. Contract number
- c. Reports and graphs to delineate production rates of crews and their equipment, progress by area and estimations of total quantities remaining, time to completion, and daily cumulative cubic yards of debris removed, processed and hauled.
- d. GIS mapping data updates and digitized reports.

- e. All available GIS layers required will be provided to the Contractor by the Town prior to an event or as soon as possible to ensure up to date files and consistency in field structure.
- f. Data exports on a monthly basis will be provided in a format acceptable to the Town.
- g. Scanned documents should be at a minimum 300 dpi and in jpg, or pdf file format.
- h. Aerial Photography on a monthly basis, if requested by the Town.

In addition, Proposer shall provide Safety reports, Truck/Trailer Certification reports, personnel assignments, and other such reports as deemed necessary to properly and accurately manage and monitor the Work.

3.6. Technical Expertise and Guidance - As directed by the Town, the Proposer shall provide:

- a. Development of debris plan to include staff training.
- b. Technical support and assistance in developing public information.
- c. Other reports and data as required by the Town.
- d. Aerial photographs per Town specifications will be flown monthly (of the debris sites or other areas if designated or requested by the Town).

3.7. Other Services – As directed by the Town, the Proposer may provide the following:

- a. Training and Assistance: Sessions for all key Town personnel and assistance in all disaster debris recovery-planning efforts.
- b. Preliminary Safety Assessment: Determine the impact and magnitude of the disaster event before federal assistance is requested, identifying hangers, leaners, stumps and unsafe trees, pre and post disaster estimates of debris quantities, documenting eligible costs and describing the physical and financial impact of the disaster.
- c. Debris Planning Efforts: Assist in all disaster debris recovery planning efforts as requested by the Town. These planning efforts shall include but are not limited to development of a debris management plan, assistance in the identification of adequate temporary debris storage and reduction sites, estimation of debris quantities, and emergency action plans for debris clearance following a disaster event.
- d. Digitization of all source documentation (such as load tickets and supplies to the Town with each invoice).
- e. Pre and post soil sampling of the site.
- f. Provide a Phase I Environmental Assessment of Each TDSR Site within 2 weeks of request by the Town.
- g. A full size evaluation, including maps of locations and surveys (wetlands, threatened and endangered species) of proposed TDSR Site(s).
- h. Permitting, licensing, and certifications.
- i. Follow the best management practices as outlined in the Florida Stormwater Erosion and Sedimentation Control Inspector Manual.

3.8. Final Report

A final report will be prepared by the Proposer and will be submitted to a distribution list as established by the Town's Project Manager within 30 days of completion of the recovery operations.

Recovery Operations includes remediation of sites, closure of sites and conclusions of all related operations. At a minimum, the following information will be included in this report:

- a. Discussion of disaster response requirements and results.
- b. Recommendations for future disaster response strategies.
- c. Copies of manifests, certificates, and related documents.
- d. Log books and all other data taken during the implementation of the Town's Disaster Response Plan.

3.9. Meetings and Communications

Open, timely conversations and written documentation are significant actions to provide successful completion of the Disaster Response Plan. Throughout the execution of the plan, Proposer will meet with Town representatives as directed by and coordinated with the Town. Proposer will attend a kick-off meeting with the debris removal contractors, if so directed by the Town, and will convene and attend regular progress and coordination meetings, as appropriate. The Proposer must provide minutes of all meetings to the Town's Project Manager. Minutes shall be provided within three (3) business days after the meeting occurs.

3.10. Review, Permits, Licenses and Certificates

A wide variety of permits, licenses, and certificates may be required to perform debris management work, depending on the disaster. The Proposer will work closely with the Town and local agencies and regulators to clarify and resolve any compliance issues, as well as to determine requirements for and to obtain necessary permits, licenses, and certificates, if requested. In these cases, the Proposer will identify the requirements and demonstrate compliance, even though permits are not required. Some of the permits that we anticipate being required for this type of work include, but may not be limited to the following:

- a. Environmental Permits – asbestos/lead paint abatement, construction permit, demolition permits
- b. Clean Water Act (NPDES) Permits – emergency discharge permit, indirect discharge permit, wetlands disturbance permit, and stormwater management permit
- c. Clean Air Act (Emissions) Permits – burn permit (air curtain incinerators), stack-monitoring permit, fugitive emissions (dust) control permit.
- d. TDSR and Final Disposal permits or authorizations from FDEP and the County PERA if appropriate. All final disposal sites must be pre-approved by the Town.

3.11. Assessment of Debris Accumulation In Drainage Canals

Proposer will assist the Town in assessing and documenting the debris accumulation and safety issues in Town canals and provide the Town with a GIS map depicting canals requiring focused maintenance, with GIS files and maps.

3.12 Scheduling of Work

Proposer will be assigned Work to be performed through the issuance of a Work Order. Proposer will provide services for a not-to-exceed fee (to be negotiated) and for the period specified in the Work Order. A mutual not-to-exceed amount will be negotiated for each operation based on the hourly rates proposed on in the RFP and incorporated into the contract. Should these services be required for a longer period, Proposer will prepare and submit a Work Order Proposal for additional costs, consistent with the rates in in the RFP and incorporated into the contract. A revised cost will be negotiated and the Town will issue a Supplemental Work Order for the revised cost

3.13. Event Closure

Proposer will assist the Town in preparing final reports necessary for reimbursement by FEMA, FHWA and any other applicable agency for disaster recovery efforts by Town staff and designated debris removal contractors. The Proposer will assist in reviewing and processing requests for payment by the disaster debris removal contractors.

Proposer will assist the Town in responding to any audits and requests for documentation from FEMA, FHWA, Miami-Dade County, or the State of Florida.

END OF SECTION

SECTION 4 – TERMS AND CONDITIONS

4.1. Acceptance/Rejection

The Town reserves the right to accept or reject any or all Responses or to select the Proposer that, in the opinion of the Town, is in its best interest. The Town also reserves the right to reject any Proposer(s) who has previously failed to properly perform under the terms and conditions of a contract, to deliver on time any contracts with the Town, and who is not in a position to perform the requirements defined in this RFP. Further, the Town may waive informalities, technicalities, minor irregularities, and/or request new Responses for the services specified in this RFP and may, at its discretion, withdraw and/or re-advertise the RFP. All such actions taken shall be in accordance with the applicable sections of the Town Code and this RFP.

4.2 Legal Requirements

This RFP is subject to all applicable federal, state, county, Town and local laws, codes, ordinances, rules and regulations that in any manner affect any and all of the services covered herein. By submitting a Response the Proposer certifies that it has full knowledge of such laws, codes, ordinances, rules, and regulations, and any lack of knowledge by the Proposer shall in no way be cause for relief from responsibility for compliance with these requirements.

4.3. Non-Appropriation of Funds

In the event that insufficient funds are appropriated and budgeting or funding is otherwise unavailable in any fiscal period for this Project, then the Town, shall have the unqualified right to terminate the Contract upon written notice to the Design-Build Firm, without any penalty or expense to the Town.

4.4 Business Tax Receipt Requirement

Proposer(s) shall meet the Town's Business Tax Receipt requirements in accordance with the Town Code, as amended. Proposer(s) with a business location outside the Town shall meet the applicable local or County Business Tax Receipt or Occupational License requirements.

4.5. Minimum Qualification Requirements

The Town is seeking to procure a qualified and experienced firm with extensive expertise in Disaster Debris Monitoring Services as required by the RFP. The firm must possess a minimum of **seven (7) years'** experience In Debris Monitoring Services as required by the RFP. The Proposer must have a proven record of successfully completing projects with a similar size, scope, and complexity. Proposer must have completed three projects of a similar, size scope and complexity in the last seven (7) years.

A minimum of three (3) references from owners of the project(s) within the past seven (7) years of a similar, size, scope, and complexity that have been completed are to be included in the Response. References must be from governmental entities for hurricane, tornado, or other Emergency Event debris disposal experience involving a minimum of 250,000 cubic yards of debris. Form RFP-PP-R must be used for the Proposer references.

Each firm interested in responding to this RFP must provide information on the firm's qualifications and experience, qualifications of the project team, members and staff, Project Manager's experience, and previous work of similar size, scope and complexity. See Section 5.0 "Instructions for Preparing a Response: Preparation Requirements" for further direction. Responses that do not adhere to the requirements of this RFP may be considered non-responsive and eliminated from the process. Additional minimum qualifications may be stated in Section 5.0, "Instructions for Preparing a Response".

4.6. Local Preference

This RFP is subject to the Local Business Preference as specified in Town's Procurement Ordinance 12-142, which is available on the Town's website.

4.7 Public Entity Crimes

Proposers must be in compliance with Section 287.133, Florida Statutes. Proposers shall submit Form PEC with their Response.

4.8. Review of Responses for Responsiveness

Each Response will be reviewed to determine if it is responsive to the submission requirements outlined in the RFP. A "responsive" Response is one which meets the requirements of the RFP and is submitted in the format outlined in the RFP, is of timely submission, can be evaluated in accordance with the Evaluation Criteria, and has appropriate signatures/attachments as required on each document. Failure of the Proposer to provide the information as required under Section 4 of the RFP may result in a rejection of the proposal as non-responsive.

4.9. Collusion

The Proposer shall certify that its Response is made without previous understanding, agreement or connection either with any person, firm, or corporation submitting a Response for the same services, or with any Town department. The Proposer certifies that its Response is fair, without control, collusion, fraud, or other illegal action. The Proposer further certifies that it is in compliance with the conflict of interest and code of ethics laws. The Town will investigate all situations where collusion may have occurred and the Town reserves the right to reject any and all Responses where collusion may have occurred.

The Proposer shall include in its Response, in the applicable section of its Response, the Non-Collusive Affidavit, included in this RFP as Form NCA. Failure by the Proposer to submit this affidavit will result in the Response being deemed non-responsive. Should the Proposer fail to include the affidavit with its Response the Town may, at its sole discretion, allow a Proposer a specified period of time to submit the affidavit to the Town, after which time the Response the will be deemed non-responsive.

4.10. Clarifications

The Town reserves the right to make site visits, visit the Proposer's place(s) of business, to request clarifications of information submitted and to request or obtain any necessary supporting documentation or information of one or more Proposers, after the deadline for submission of Responses.

4.11. Key Personnel

Subsequent to submission of a Response and prior to award of a Contract, Key Personnel shall not be changed. Any changes in Key Personnel **will** result in the Response being rejected and not considered for award.

4.12. Audit Rights and Records Retention

The Successful Proposer agrees to provide access at all reasonable times to the Town, or to any of its duly authorized representatives, to any books, documents, papers, and records of Proposer which are directly pertinent to this RFP, for the purpose of audit, examination, excerpts, and transcriptions. The Successful Proposer shall maintain and retain any and all of the books, documents, papers and records pertinent to the RFP and any resulting Contract for not less than five (5) years after the Town makes final payment, and all other pending matters are closed, except where federal or state law requires retention of records for a greater period of time. Proposer's failure to or refusal to comply with this condition shall result in the immediate termination of the Contract (if awarded) by the Town.

4.13. Public Records

Proposer understands that the Response is a "public record, and the public shall have access to all documents and information pertaining the Response and the RFP, subject to the provisions of Chapter 119, Florida Statutes. The Proposer, by submitting a Response, acknowledges that the Town may provide public access to and/or copies of all documents subject to disclosure under applicable law.

Proposer must claim the applicable exemptions to disclosure as provided by said Florida Statute in its Response by identifying the materials to be protected and the reason why such exclusion from public disclosure meets the requirement of Chapter 119, Florida Statutes, and is necessary and legal.

4.14. Conflict of Interest

Proposer, by responding to this RFP, certifies that to the best of its knowledge or belief, no elected/appointed official or employee of the Town is financially interested, directly or indirectly, in the services specified in this RFP.

Proposer must include as part of its Response a detailed statement describing any relationships; professional, financial or otherwise that it may have with the Town, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the Services sought in this RFP. Additionally, the Proposer shall give the Town written notice of any other relationships; professional, financial or otherwise that it enters into with the Town, its elected or appointed officials, its employees or agents or any of its agencies or component units during the period of the Contract.

Further, Proposer must disclose the name of any Town employee who owns, directly or indirectly, an interest of five percent (5%) or more of the total assets of capital stock in the Proposer's company.

Failure by the Proposer to disclose this information will result in the Response being deemed non-responsive.

4.15. Debarred/Suspended Vendors

An entity or affiliate who has been placed on the State of Florida or Town debarred or suspended vendor list may not submit a Response or contract with the Town. In addition, such entity or affiliate may not perform any work as a supplier, subcontractor, or consultant, or subconsultant under any contract with any public entity, and may not transact business with the Town. Any Proposer who submits a Response that includes such an entity or affiliate shall be deemed non-responsive and the Response will not be considered.

4.16. Nondiscrimination

Proposer agrees that it shall not discriminate as to race, sex, color, age, religion, national origin, marital status, or disability in connection with its performance under this RFP. Furthermore, Proposer agrees that no otherwise qualified individual shall solely by reason of his/her race, sex, color, age, religion, national origin, marital status or disability be excluded from the participation in, be denied benefits of, or be subjected to, discrimination under any program or activity.

4.17. Contingent Fees

Proposer represents and warrants to the Town that it has not employed or retained any person or company, to solicit or secure the award of a contract, and that it has not offered to pay, paid, or agreed to pay any person, company, corporation, or firm any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award or making of an contract.

4.18 Assignment; Non-Transferability of Response

A Response shall not be assigned, transferred, purchased, or conveyed. A Proposer who is, purchased by or merged with any other corporate entity during any stage of the Proposal process, up to and including awarding of and execution of a contract, shall have its Response deemed non-responsive and shall not be considered or further considered for award.

Exhibit A contains specific language as to the assignment, transfer, sale or conveyance of the Contract after it has been executed and any such action after execution may result in the termination of said Contract, unless it meets the specific applicable provisions of the Contract.

4.19 Drug Free Workplace

Proposer that meets the requirements of Florida Statute 287.087 shall receive preference should a tie occur in the ranking of the Responses by the Evaluation Committee.

Should a tie in the ranking of Responses occur the tied Proposers shall be requested to submit an affidavit, if applicable, attesting to meeting the requirements.

END OF SECTION

SECTION 5 – INSTRUCTIONS FOR PREPARING A RESPONSE

Proposer's Response to this RFP must contain the following information and documents, and follow the instructions in its preparation. Failure to do so may deem your Response non-responsive. Non-responsive submittals will receive no further consideration and will not be provided to the Evaluation Committee.

5.1. Preparation Requirements

Each Response must contain the following documents and forms required by Sections 5.1 A&B, each fully completed, and signed as required. Proposers shall prepare their Responses utilizing the same format outlined below in Section 5.1C. Each section of the Response as stipulated in 5.1C shall be separated by a tabbed divider identifying the corresponding section number. Proposers are not to submit any information in response to this RFP that has not been requested or which the Proposer considers confidential. Submission of any confidential information will be deemed a waiver of any confidentiality or other such protection, which would otherwise be available to the Proposer, except as specifically permitted under Florida Statute. **Proposers are not to include any documents not specifically required or requested, including, but not limited to; media and public relations literature, annual reports, pictures, etc. Such documentation will not be considered and will be redacted from the copies provided to the Evaluation Committee.**

Proposers should also make every effort to utilize recycled paper in preparing its proposal. Double sided printing is permitted provided that the Response complies with the format set forth in 5.1 C. All pages must be on 8½"X11 size paper except for the Table of Organization, which may be on 8½"X11 size paper.

A. TECHNICAL PROPOSAL:

The content and form of the Technical Proposal should present a clear, comprehensive and well documented representation, understanding and commitment of how the Proposer intends to implement and fulfill the requirements and provisions set forth herein. The technical portion of the Proposal must contain sufficient information to enable the Evaluation Committee to evaluate each of the criteria to be used in scoring the Technical Proposals.

1. Proposal Letter (Maximum 1 page)

Proposer shall complete and submit Form RFP-PL for this section of the Response identifying that the Response is being submitted for Debris Monitoring Services and that the Proposer has read and complied with all of the requirements of the RFP.

2. Qualifications of the Proposer (limited to 5 pages for 2a)

Proposer shall provide the following information as separate sections under this Category. Each section is to be identified by the corresponding letter for the section and the sections are to be submitted in the same order as that shown below:

- a. Provide a description and history of the firm, focusing on previous governmental experience.

- i. Seven (7) years' experience demonstrating capacity and expertise in debris removal, solid waste and hazardous waste management and disposal.
- ii. Documented knowledge and experience of Federal, State and Local emergency agencies, state and federal and other funding sources rules, regulations, and programs, including but not limited to, the reimbursement processes/procedures FEMA, NRSC, FDEP and Florida Laws and acceptable accounting practices.
- iii. Seven (7) years' experience and demonstrated knowledge of environmental requirements.
- iv. Seven (7) years' experience in all aspects of emergency management, to include procurement, operations, planning, contract management and accounting systems.
- v. Where the Work will be managed from an office other than the primary office/headquarters of the Proposer describe the office that will be responsible for the Work and the specific experience and knowledge of said office.
- vi. Documentation of location and resources available at operating office:
 - Complete address of office location(s)
 - Specific information resources regarding the location to include:
 - Number and disciplines of professional and technical personnel
 - Equipment: Include any specialized equipment considered necessary for this service and other routine office equipment.
- b. Form Q-Questionnaire
- c. Table of Organization of the Proposer reflecting the reporting structure and inclusive of names & titles.
- d. Resume of the principal-in-charge for the Proposer. **(Maximum 1 page)**
- e. Copies of any federal, State of Florida, county, or local small business certifications. (Submit company certifications, not personal certifications)
- f. Copy of business licenses, including Occupation, and Florida Registration. (Submit company certification, not personal certifications)
- g. Copy of State Corporate certificate or other proof from the State of Florida that the Proposer is authorized to perform work in the State of Florida.

3. Qualifications of Project Manager and other Key Personnel (Maximum 4 pages for 3a and 3B excluding Form RFP QT, resumes & certifications)

Firm shall complete and submit Form RFP-QT for this section of its Response.

Proposers shall also provide the following additional information

- a. Document the Project Manager's experience in the following:
 - i. Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. Must demonstrate experience as a project manager or equivalent capacity managing hurricane debris monitoring for a government entity involving a minimum of 250,000 cubic yards of debris.

- ii. Documented and demonstrated knowledge and experience of Federal, State and Local emergency agencies, state and federal programs, funding sources
- b. Additional Key Personnel
 - i. Identify and provide the qualification of key staff that will provide Services under this Agreement
 - ii. A management plan and organization chart for the proposed staffing and responsibilities based on the positions required to cover all aspects of the Services.
- c. Resumes and any relevant certifications for the Project Manager, Operations Manager, Supervisors and job descriptions for other key personnel. Job descriptions, which clearly identifies roles and responsibilities, should be provided for all key positions any other position included in the Response. In addition, copies of all relevant professional licenses or certifications should to be submitted. **(Maximum of 1 page per resume and per job description)**

4. Approach, Understanding, Scope & Response (Maximum 5 pages)

Provide a description of the Proposer's approach to ensure the successful completion of efforts required by the Scope of Work, which include pre-event planning, startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations management of the debris recovery contractors, and billing/invoices processing. This should also include data management and reporting procedures to the Town, State of Florida, Miami-Dade County, FEMA, and FWHA. Provide a copy of Proposers internal training program. Provide under separate cover the Proposers training manual. This manual is not included in the total pages allowed for this Section.

5. Technical Capabilities and Approach (Maximum 5 pages)

Proposer shall demonstrate the following:

- a. Provide a description of the proposer's approach to the project, to include:
 - i. Startup procedures/ requirements,
 - ii. Debris estimate methodology,
 - iii. Analysis of debris recovery operations and management of the debris recovery contractors,
 - iv. Billing/invoices reporting procedures to FEMA and the City, and
 - v. The proposers training manual (This document will be separate from the total of pages allowed for this Section).

6. Forms

In addition to the Forms and documents identified elsewhere in the RFP the following Form shall be submitted:

- a. Form AK – Anti-Kickback

- b. Form PEC – Public Entity Crime
- c. Form NCA – Non-Collusive Affidavit

B. PRICE PROPOSAL

1. Submission of Price Proposal

The Price Proposal shall be submitted in a ***separate sealed envelope*** concurrent with the submittal of the Technical Proposal, utilizing the Price Proposal Form RFP-P.

The Price Proposal shall be based upon and include any and all costs or expenses to be incurred by the Proposer in completing all aspects of the Project, including all direct costs and expenses, and shall also include all other costs and expenses including but not limited to such costs as the Proposer's general, administrative and overhead costs; project management and supervisory costs; all fees, charges and taxes; labor, direct and indirect payroll costs; insurance costs; cost of equipment, material, tools and transportation; and operating margin (profit).

Price Proposals are submitted for the purposes of determining the successful proposers and establish the maximum potential value of the Agreement to be awarded by the Town. The Town, at its sole discretion, may conduct further negotiation to determine the final value of the Agreement to be awarded.

The points awarded by the Evaluation Committee will be added to the Technical Scores for each Proposer to arrive at the final scoring and ranking, which shall determine the Successful Proposer(s).

Failure of the Proposer to provide all of the required pricing detail shall be cause for rejection of the Response as non-responsive.

2. Proposal Errors

Where Price Proposal forms have erasures or corrections, the Proposer must initial each erasure or correction in ink. Errors between any sum, computed by the Proposer and the correct sum will be resolved in favor of the correct sum. Any discrepancy between words and numbers will be resolved in favor of the written word. Use of any other forms will result in the rejection of the Response as non-responsive.

C. Response Submission Format

Responses are to be prepared and submitted in the following format and in the stated order.

Section A

- 1. RFP-PL – Proposal Letter
- 2. RFP – N – Narrative

Section B – Qualifications of Proposer

- 1. Response to 3.a.i. (Page 22)
- 2. Response to 3.a.ii. (Page 22)
- 3. Questionnaire

4. Forms RFP-PP and RFP-PP-R
5. Table of Organization of Proposer
6. Form RFP-CC
7. Resume of Principal-in-charge

Part C – Qualifications of Project Manager & Other Key Personnel

1. Resumes and relevant certifications/licenses

Part D – Approach, Understanding, Scope & Response

1. Response to 5.a.i – 5.a.v
2. Approach
3. Data Management & Reporting Procedures

Part E - Forms

1. Acknowledgement of Addenda
2. State of Florida Corporate Certificate/Documentation demonstrating authorization to work in the State of Florida
3. Business Tax Receipt/Occupational License
4. Local Preference Affidavit (if applicable)
5. Small Business Certifications (if applicable)
6. Other Business Certifications (if applicable)
7. Form AK
8. Form PEC
9. Form NCA

Part F

1. Comments & suggestions on Exhibit A (Contract), if any.

Price Proposal, Form RFP-P shall be submitted in a separate envelope.

SECTION 6 – EVALUATION/SELECTION PROCESS

6.1. Preparation Requirements

A. Evaluation Procedures

The procedure for response evaluation and selection is as follows:

1. Request for Proposals issued.
2. Receipt of Responses.
3. Opening of Technical Proposals and listing of all Responses received.
4. Preliminary review of the Technical Proposals by Town staff for compliance with the submission requirements of the RFP, including verification that each Response includes all required documents.
5. Review by Town Staff to confirm that the Proposer is qualified to render the required services according to all applicable regulations.
6. The Evaluation Committee (“Committee”), appointed by the Town Manager, shall meet to evaluate each responsive Response Technical Proposal in accordance with the requirements of the RFP. At the Committee’s option, the Proposers may be required to attend an interview session. The Committee may, at its sole discretion, shortlist the proposers and may invite only the shortlisted firms to an interview session.
7. Subsequent to completing its evaluation of the Technical Proposals the Fee Proposal will be opened by Town staff at the Committee meeting.
8. Town staff will calculate the score for each Fee Proposal in accordance with the methodology stated in Section 5 and advise the Committee.
9. Town staff will then total the score of each Proposer and advise the Committee of each Proposer’s combined score.
10. The Committee forwards its recommendation of the most qualified Proposer to the Town Manager inclusive of the ranking of the Responses.
11. The Town Manager shall review the Evaluation Committee’s recommendation and make a recommendation to the Town Council for award, reject all Responses, or return the recommendation to the Committee for reconsideration. In the event of a tie the recommendation of the Town Manager shall be determined in accordance with the Town’s Procurement Ordinance.
12. The Town Manager shall attempt to negotiate an Agreement with the Recommended Proposer(s) prior to submitting the award recommendation to the Town Council.
13. If the Town Manager is unsuccessful in negotiating a Contract with the selected Proposer the negotiations with the firm will be terminated and the Town Manager will attempt to negotiate a Contract with the next highest ranked Proposer and so on.
14. The Town Council shall make the final decision on the award(s).

B. Evaluation Criteria

Responses shall be evaluated according to the following criteria and respective weight:

- | | |
|---|-------------------|
| ➤ Qualifications, Experience, & Financial Stability of the Proposer | Maximum 35 points |
| ➤ Qualifications of Project Manager & Other Key Personnel | Maximum 30 points |
| ➤ Approach, Understanding, Scope & Response | Maximum 25 points |
| ➤ Technical Capabilities & Approach | Maximum 25 points |
| ➤ Price Proposal | Maximum 15 points |

In addition to the above, Proposers will be awarded additional points based on Local Preference.

SECTION 7 – RFP RESPONSE FORMS

7.1. RFP INFORMATION FORM

RFP NO. 2013-22: **Disaster Debris Monitoring Services**

I certify that any and all information contained in this RFP is true. I certify that this RFP is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a RFP for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the RFP, and certify that I am authorized to sign for the Proposer's firm. Please print the following and sign your name:

Firm's Name

Principal Business Address

Telephone

Fax

E-mail address

Federal I.D. No. or Social Security Number

Municipal Business Tax Receipt or Occupation License No.

Name

Title

Authorized Signature

7.2.1

**CERTIFICATE OF AUTHORITY
(IF CORPORATION)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Board of Directors of the _____

a corporation existing under the laws of the State of _____, held on
_____, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, as President of the Corporation, be and is hereby authorized to execute the Response dated, _____, 20_____, to the Town of Miami Lakes and this Corporation and that their execution thereof, attested by the Secretary of the Corporation, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the corporation this _____, day of _____, 20_____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

7.2.2

**CERTIFICATE OF AUTHORITY
(IF PARTNERSHIP)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Partners of the _____

_____ organized and existing under the laws of the State of _____, held on _____, 20 _____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____, as _____ of the Partnership, be and is hereby authorized to execute the Response dated, _____ 20_____, to the Town of Miami Lakes and this Partnership and that their execution thereof, attested by the _____ shall be the official act and deed of this Partnership."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

7.2.3

**CERTIFICATE OF AUTHORITY
(IF JOINT VENTURE)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that a meeting of the Principals of the _____

_____ organized and existing under the laws of the State of _____, held on _____, 20_____, the following resolution was duly passed and adopted:

"RESOLVED, that, _____ as _____ of the Joint Venture be and is hereby authorized to execute the Response dated, _____ 20____, to the Town of Miami Lakes official act and deed of this Joint Venture."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this _____, day of _____, 20_____.

Secretary: _____

(SEAL)

FAILURE TO COMPLETE, SIGN AND RETURN THIS FOR MAY DISQUALIFY YOUR RESPONSE

6.2.4

**CERTIFICATE OF AUTHORITY
(IF INDIVIDUAL)**

STATE OF)
) SS:
COUNTY OF)

I HEREBY CERTIFY that as an individual, I _____
(Name of Individual)
and as a d/b/a (doing business as) _____
(if applicable)
_____ exist under the laws of the State of Florida.

"RESOLVED, that, as an individual and/or d/b/a (if applicable), be and is hereby authorized to execute the Response dated, _____, 20____, to the Town of Miami Lakes as an individual and/or d/b/a (if applicable) and that my execution thereof, attested by a Notary Public of the State, shall be the official act and deed of this attestation."

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of Notary Public this _____, day of _____, 20_____.

NOTARY PUBLIC: _____

Commission No.: _____

I personally know the individual/do not know the individual (Please Circle)

Driver's License # _____

(SEAL)

FAILURE TO COMPLETE, SIGN, AND RETURN THIS FORM MAY DISQUALIFY YOUR RESPONSE

List of Forms & Exhibits

This checklist has been provided for information purposes only

Exhibit A- Agreement
Form AK – Anti Kickback Affidavit
Form NCA - Non-Collusive Affidavit
Form PEC – Public Entity Crime Affidavit
Form RFP-PL – Proposal Letter
Form RFP-N -Narrative
Form CC – Current Contracts
Form QT – Qualifications of Team
Form RFP-PP – Qualifications of Proposer
Form RFP-PP-R – Proposer’s Reference Letter
RFP-Q - Questionnaire
RFP-P – Price Proposal Form